

OFFENDER HANDBOOK

April
2014

Staff at the South Boise Women's Correctional Center is committed to creating an environment based on safety, respect and dignity while providing gender specific, research based programs that will afford you the opportunity for positive change without prejudice. We emphasize personal growth, self-reliance, personal accountability, education, life skills, employability, and family reunification in order to assist you transitioning back into the community.

SBWCC

A. STAFF DIRECTORY

Security

Manager: Lt Jacqueline Todd

Sgt. A. Lechuga

Sgt. S. Murray

Sgt. S. Meacham

Sgt. M. Tamez

Sgt. B. Klingensmith

Sgt. J. Frasier

Programs

Manager: Brandon Phillips

Assistant: Kathy Gale

PSRS Jeanne Owens

PSRS LeeAnn Cochems

PSRS Brett VanAnne

PSRS Susan Avitia

PSRS Colleen Horton

DARS Rachael Masaitis

DARS Tracy Reed

DARS Jennifer Ruff

DARS Kathleen Watkins

DARS Sue Stieber

Education

Manager: Ambrose Richardson

Instructor Stephen Heidt

Instructor Kimberly King

Instructor Suzie Allred

Librarian Amanda Craig

Administration

Warden: Noel Barlow-Hust

Assistant: Sheryll Byrne

Medical

HSA: Kim Pilote

Cheryl Dekoekkoek

Assistant Shane Fleck

Mental Health

Clinician Shawn Martin

Clinician Rhonda Kidney

Offender Records

Amy Vezzoso

Property

Cpl. A. Nunes

Visiting Officer

J. Staley

Food Service

Manager: S. Spackman

FSO K. Wade

FSO G. Cornell

FSO T. Grush

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A. GENERAL INFORMATION

1. General

This Handbook or any portion of it is subject to revision at the discretion of the Warden of this facility. The Warden may revise, suspend, or rescind any rules or procedures, at any time. This will usually occur in writing by memorandum and posted on the tiers.

2. Demographics

This is a Minimum/Community custody facility by designation with the primary mission being to provide treatment programs as determined by the Bureau of Prisons. Our goal is to manage offenders in the least restrictive environment possible, consistent with public safety, service and program provisions, and the risk of need for the women assigned to the facility which include:

- Minimum or community custody classified offenders
- Retained Jurisdiction offenders (Rider)
- Parole Violators (CAPP placement only)

3. Emergency and Safety Procedures

Maintaining a safe and orderly environment for offenders to live is the primary mission of the SBWCC staff. During any emergency, it is essential that you follow ALL instructions given by staff without hesitation.

If you hear an alarm or emergency announcement, cease all activity at once and wait for direction. If you are in any place other than your cell/bunk area, remain in place until instructed to move. If you are in your cell/living area, remain on your bunk until told otherwise.

Emergency evacuation plans are located on each tier. It is your responsibility to know the primary and secondary evacuation routes located throughout the facility.

Following any emergency or emergency simulation/drill, accountability for all offenders is paramount. Cooperation on your part is expected in order to get the facility back to normal operations in a timely manner.

4. Communication

You will be responsible for checking all posted call-outs to see if you have an appointment scheduled.

Each Unit will have a 'communication board' that will be the primary communication mode for all SBWCC offenders. Any information posted will be generated by staff and will not be used for any other purpose. You will be responsible to adhere to all information that is posted.

Call-outs will be posted in the designated area prior to 0500 hours. It is your responsibility to check the daily call-out and report to your respective appointment as directed.

Offender Request Forms are to be used to communicate or convey a request to SBWCC staff. Examples include but not limited to:

- Requesting to meet or speak with a staff member
- Request an action
- Relay information

This is an informal communication medium and is not acknowledged by any entity outside of this facility. The Offender Request Form is not part of the offender grievance process.

B. RULES AND EXPECTATIONS

1. General

The policies, standard operating procedures, and field memorandums are in place to ensure the safe, secure, and smooth operations of the South Boise Women's Correctional Center. You will be responsible for knowing and adhering to these policies and regulations. This handbook will outline most general items; however, additional information is outlined within specific IDOC policies which are available at the officer's station.

You will be expected to attend and participate in all scheduled events/activities (class, work, appointment, etc.) unless prior authorization is received by the appropriate personnel. If you do not attend a scheduled event, you can expect a staff member to provide you the necessary encouragement to meet your obligations.

You may only approach the officer's station one offender at a time in the following circumstances: 1) if you are requested, 2) it is your scheduled time, 3) in the event of an emergency.

2. Personal Conduct

You will be expected to treat others with a degree of dignity and respect while assigned to this facility, and you can expect to be treated the same.

Be respectful at all times.

Address staff by their title (Officer, Sergeant, Lieutenant, etc.) or Mr./Ms. followed by last name.

All orders and requests issued by staff will be followed in a timely manner.

This is a NO TOUCH facility.

3. Dress, Appearance and Hygiene

You must maintain good personal hygiene in accordance with IDOC Standard Operating Procedure 306.02.01.001 Hygiene of Offenders, Offender Barbers, and Facility Housekeeping.

All clothing must fit properly and be serviceable at all times.

Undershirts that are sheer or 'see through' must be exchanged through the laundry exchange process.

Identification card must be on your person anytime you leave your room or quad. ID must be affixed on the front, left side of your shirt, just below the collarbone.

Offenders may braid each other's hair in the dayroom only. You may not bring any electrical items such as curling irons, straightener, blow dryer, etc. to the dayroom.

Showers are available to offenders from 0500 until 2230. Offenders who are not working or actively engaged in their Pathway may only shower between the hours of 0800-1400 only.

You must be properly dressed (i.e. sleeves and/or pant legs may not be rolled up) at all times.

Full uniform must be worn when going to meals, education, volunteering for work, participating in classes or group or at any other time you are on a call-out (except for paid employment).

When employed you may wear a designated work uniform for working hours only. Other proper attire must be used at all other times and as soon as possible at the conclusion of your working hours.

Full uniform includes:

- Scrub-top and bottom
- Undershirt (tucked in neatly)
- Bra

- Underwear
- Socks
- Shoes
- ID

Recreation/exercise uniform includes:

- Scrubs
- Sweat top/bottoms
- Thermal underwear (top and bottom)
- Scrub pant or sweat pant with undershirt
- Bra
- Underwear
- Socks
- Shoes
- Shorts
- ID

Partial uniform (tier, dayroom or restroom 1700-0530 M-F excluding Holidays) includes:

- Undershirt
- Thermal underwear
- Scrub pants
- Bra
- Underwear
- Shower shoes
- Shoes

Minimum night clothing: (1900-0530)

- Undershirt
- Thermal underwear
- Underwear
- Nightshirt
- Shorts (commissary only)

4. Living areas, Cells and Quads

You will be properly dressed at all times while in your cell/living area. Changing clothing in your cell is prohibited. All changing of dress must be conducted in your respective tier restroom showers or stalls.

Electronic hair devices may not be used in rooms or quads.

You are not allowed to enter into any room or quad other than your own. Conversations and loitering in doorways is prohibited.

No cross talking between rooms or quads.

A properly made bed has the top blanket tucked tightly underneath the mattress on all sides. The second blanket should be folded neatly and placed at the end of the bed.

Rooms and quads will be kept neat and orderly at all times. When not in use, all property will be stored in an organized manner in its intended storage place (lockers, storage bins, etc.). Storage bins will remain under your bunk when not in use.

Food and drink consumption is allowed in your cell. It is your responsibility to ensure that food items do not create an unclean or unsanitary condition. Failure to adhere to this condition may result in the loss of this privilege and food items for the whole room or quad.

Room furniture may not be moved or rearranged.

Unit 2 windows may not be opened more than two (2) inches. During certain times of the year, additional restrictions regarding the window use will be posted.

Unit 2 blinds will remain open at all times to allow unimpeded observation into the cell.

Nothing is to be hung on the bunk, walls, etc.

Laundry items that need to dry may be hung in your locker. Towels may be hung on the end of the bunk closest to the wall in Unit 1.

Items displayed on bulletin boards must remain within the borders of the board. Religious items, publication 'cut-outs', inappropriate pictures or messages, etc. are not allowed.

All televisions are the property of the IDOC and use is considered privilege. Volume must not be heard outside the respective room, loss of privilege may occur if your television volume exceeds an acceptable level.

Requests for room changes must be made through your respective Housing Sergeant by submitting an Offender Request form or Offender Concern Form.

The following items are allowed on bunk shelf:

Photo Album	Clock	1 beverage container
Eyeglasses	Lamp	1 Pen or Pencil
Fan	1 roll of toilet paper	Walkman or MP3 Player
1 Book	Ear buds	

5. Community Areas

Community or common areas are available as scheduled. You may only access these areas when your respective tier is scheduled. It is your responsibility to clean and pick-up after yourself whenever you access these community areas. Failure to do so may result in a loss of privileges.

Hallways: Are not gathering or meeting areas and must not be used as such. In some cases, the hallway is used as a 'staging' area, and as directed by staff. Any conversations that takes place as you 'move' through or are 'staging' in the hallway must be kept as low as possible to not disturb others. There will be no eating in the hallways.

Restrooms: Loitering or visiting in the restrooms is prohibited. Using the facilities (toilet, shower, sink, mirror), dressing or changing clothes, drying, curling, and/or straightening hair, the application of make-up are the only activities allowed in the restrooms. At no time will there be more than one offender in a shower stall or toilet stall. Offenders caught sharing a stall will receive a Disciplinary Offense Report.

Dayrooms: Activity and schedules are established based on the availability of the respective room. You must be properly dressed while participating in any activity while in the dayroom.

Recreation Areas: Activity and schedules are established based on availability of the respective area. Areas include the Unit 2 outside area and the 'Sandlot' located on the east side of Unit 1. Food items are not allowed in the outside recreation areas.

6. Disciplinary

Offender disciplinary procedures are governed by IDOC Standard Operating Procedure 318.02.01.001 Disciplinary Procedures: Offender. A viable disciplinary system is critical for:

- Creating a safe environment for staff and offenders
- Setting standards for acceptable and unacceptable behaviors
- Documenting unacceptable behaviors
- Helping offenders modify their behavior to avoid further violations and become successful members of the community

It is your responsibility to become familiar with the processes associated with this operating procedure.

7. Grievances

Offender grievance procedures are governed by IDOC Standard Operating Procedure 316.02.01.001 Grievance and Informal Resolution Procedures for Offenders.

The purpose of this operating procedure is to increase adherence to the safety and security of the IDOC correctional facilities by providing offenders a process to voice complaints about policies, division directives, standard operating procedures, field memorandums, conditions of confinement, employee actions, actions of other offenders, healthcare, and other incidents occurring within the jurisdiction of the IDOC unless otherwise noted.

Non-grievable issues include:

- Length of sentence
- Pardon and Parole decisions
- Previously grieved issues
- Outside problems (problems beyond the IDOC's control)

It is your responsibility to become familiar with the processes associated with this operating procedure. Rigid timelines and process steps are outlined and must be adhered to in order to properly file a grievance.

It is our goal as a facility to address issues and concerns at the lowest level. The filing of a grievance is a process made available to the offender population and in doing so, will not have an adverse effect on you.

8. Prison Rape Elimination Act (PREA)

The IDOC has a zero tolerance policy for sexual activity as outlined in Standard Operating Procedure 325.02.01.001 Prison Rape Elimination.

Sexual activity is defined as 'Physical contact between two (2) or more persons of the same or opposite sex for the purpose of sexual arousal or gratification. Such contact includes active or passive contact, or fondling of the genitals, hand, mouth, buttocks, anus, or breast of another person who expresses or implies consent to the accused offender.'

Reporting sexual assault, rape, or sexual activity can be done in several forums:

- Report to a staff member
- Contact someone outside the facility who in turn can contact facility administrative staff
- Call the PREA Hotline 1-866-565-5894
- Submit Concern Form
- Write a letter to the facility head, seal and mark confidential.

All reports and allegations of sexual activity will be investigated and confidentiality maintained throughout.

All validated allegations made will result in the physical separation of the offender(s) involved, up to and including transfer out of the facility.

C. SCHEDULES

Callouts are posted on the information boards. It is your responsibility to check the callouts and be at your appointed place and time as scheduled.

Window hours are for routine questions and tasks. You may approach the window at any time if there is an emergency situation.

The schedules below are general guidelines of daily activities and subject to change as required for security reasons, emergencies, or other reasons determined by staff.

1. Schedule for Weekdays Excluding Holidays

2300-0800	Unit 2 room doors will remain fully open (also during count or as directed by staff.)
0100	Count
0400	Count
0500	Wake-Up
0500-0530	Window hours (Unit 2 Tier 1 and Unit 1 Tiers 1 and 2)
0530-0600	Window hours (Unit 2 Tier 2 and Unit 1 Tiers 3 and 4)
0630	Pill Call begins
0800	All chores must be completed
0800	Medical Sick Call (by unit as scheduled)
0800-1700	Programming Hours
	<ul style="list-style-type: none">• Unit 2 Riders and Parole violators may only use Classroom B when available for dayroom use during program hours• Sleeping on your bunk must be specifically authorized by staff
1000	Count
1200-1230	Window hours (Unit 2 Tier 1 and Unit 1 Tiers 1 and 2)
1230-1300	Window hours (Unit 2 Tier 2 and Unit 1 Tiers 3 and 4)
1500	Medical Sick Call (by unit as scheduled)
1500	Count
1730	Pill call begins
1900-1930	Window hours (Unit 2 Tier 1 and Unit 1 Tiers 1 and 2)
1930-2000	Window hours (Unit 2 Tier 2 and Unit 1 Tiers 3 and 4)
2100	Count
2300	Lights out and Unit 2 Televisions off (reading lights may be used)

2. Schedule for Weekends and Holidays

2300-0800	Unit 2 room doors will remain fully open (also during count or as directed by staff.)
0100	Count
0400	Count
0500-0530	Window hours (Unit 2 Tier 1 and Unit 1 Tiers 1 and 2)
0530-0600	Window hours (Unit 2 Tier 2 and Unit 1 Tiers 3 and 4)
0700	Pill Call begins
0700	Wake up is announced
	<ul style="list-style-type: none">• There are no sleep restrictions on Weekends and Holidays. Bed must be made when you are not sleeping in it.
1000	Medical Sick Call (by unit as scheduled)
1000	Count

1200-1230	Window hours (Unit 2 Tier 1 and Unit 1 Tiers 1 and 2)
1230-1300	Window hours (Unit 2 Tier 2 and Unit 1 Tiers 3 and 4)
1500	Medical Sick Call (by unit as scheduled)
1500	Count
1730	Pill call begins
1900-1930	Window hours (Unit 2 Tier 1 and Unit 1 Tiers 1 and 2)
1930-2000	Window hours (Unit 2 Tier 2 and Unit 1 Tiers 3 and 4)
2100	Count
2300	Lights out and Unit 2 Televisions off (reading lights may be used)

3. Count

Offender accountability is paramount to the safe, secure operations, and orderly operations of any correctional facility. Five (5) formal counts will be conducted as scheduled. Additional or unscheduled counts may be conducted as determined by the shift commander.

When recall is announced you will proceed directly to your assigned bunk without stopping to do any other task such as warming up your food.

You will be required to be on your assigned bunk for all counts unless approved or authorized for an 'out count'.

All movement will cease from the time count is announced until staff have completed the count and approved movement.

It is your responsibility to ensure staff can view "living, breathing flesh" as they conduct count. Failure to do so may result in corrective or disciplinary action.

Once count has been reconciled, an announcement will be made and facility operations shall resume.

4. Movements

a) Individual

Movement between buildings will be determined by facility schedule and call-out.

It is your responsibility to know the schedule and adhere to the call-out as it pertains to you and your obligations. DO NOT GO ANYWHERE YOU ARE NOT SCHEDULED!!

Stay on sidewalks and within crossing lanes while moving between buildings.

Leave for destination no sooner than 10 minutes and no later than 5 minutes prior to appointment time.

Once you have completed your appointment, class, etc, you will return to your respective unit/living area.

Yelling to other offenders across any distance is prohibited.

Loitering or looking into vehicles is prohibited.

b) Group

Movement to dining, religious activities, or as indicated by staff will be in a group.

A preparatory announcement will be made by unit staff for you to stage in a designated area.

Wait quietly in the designated area until instructed to leave. There will be NO talking while waiting for group movements or during the movement.

D. PROGRAMMING AND WORK OPPORTUNITIES

1. Program Options

SBWCC provides several intense program opportunities for which you will be required to actively participate in. They include:

- Traditional Rider
- Correctional Alternative Placement Program (CAPP)
- Pathways

Program and treatment opportunities are posted on the communication board in your respective unit, community bulletin board.

Refusal to participate in a recommended Pathway will result in unfavorable consequences up to and including a transfer to another facility or county jail.

2. Class Descriptions

Anger Management: This manual was designed for use by qualified substance abuse and mental health clinicians who work with substance abuse and mental health clients with concurrent anger problems. The manual describes a 12 week cognitive behavioral anger management group treatment. Each 90 minute weekly session describes specific instructions for group leaders and includes homework assignments for participants.

Beyond Trauma: Beyond Trauma addresses past abuse that women have experienced. Through the curriculum women address the responses/reactions that they have experienced in regards to their trauma such as engaging in drug and alcohol use to manage emotions. The curriculum moves from an attempt to normalize the emotions and responses that women have experienced and then to develop strategies to manage anxiety and responses to triggers of past trauma.

Building Healthy Relationships: This domestic violence support group provides education to help recognize domestic violence risk factors and the harm caused for themselves and their children by remaining in abusive relationships. Women learn how to identify abuse, select healthy partners and how to nurture their children in a manner that could stop the cycle of abuse.

Cognitive Self Change: Cognitive Self Change is designed to teach how to recognize, identify, control and alter attitudes, beliefs and thoughts that support criminal activities. CSC provides tools to learn how to direct and re-direct thinking about life choices. Without this ability, habitual thinking determines choices in advance. The class teaches offenders that they have the ability to choose the direction of their lives and to take responsibility for whatever choices are made. CSC doesn't try to **make** an offender change; it **teaches** change.

Grief and Loss: This is an eight session group which addresses issues associated with losses in our lives. Participants develop an understanding of how these issues relate to decisions we make such as using alcohol and other drugs.

Helping Women Recover: HWR provides gender-specific programming on alcohol and other drug abuse addictions. HWR was created in collaboration with Stephanie Covington, PhD, and a leading expert in women's addiction programs, Recovering women have the opportunity to understand addiction and the signs and symptoms experienced by women who struggle with it. In this 17 session program, women use a journal. They examine the connection between substance abuse and high-risk behaviors and learn facts about how alcohol and other drugs affect women.

Mindfulness: This is a 20-session group that combines cognitive and behavioral therapy. It consists of four components: Basic Mindfulness Skills, Emotion Regulation, Interpersonal Effectiveness and Distress Tolerance.

Moral Reconciliation Therapy: The Moral Reconciliation Therapy system assumes that most substance abuse and sociopathic behavior is caused by inadequate reasoning. MRT uses a series of structured exercises and tasks to foster development of higher levels of reasoning and addresses other important treatment areas such as: confronting personal beliefs, assessing relationships, facilitating identity development, enhancing self-esteem, decreasing hedonism and developing a tolerance of delayed gratification.

Relapse Prevention Group: Relapse Prevention Group is designed to teach that relapse is the progression that creates the overwhelming need for alcohol and drugs. RPG teaches offenders how to recognize and cope with the warning signs that precede a return to substance abuse or criminal behaviors and teaches recovery planning as well. RPG provides tools and plans of action to prevent relapse in its earliest stages while incarcerated, on parole and/or final release.

Responsible Mothers (RM): Nothing puts a strain on a family like the incarceration of a parent. *How to Be a Responsible Mother* prepares the incarcerated offender for the challenges of being a mother on the inside while also readying them for the parenting challenges that wait upon their return to the community. Topics discussed include: overcoming barriers to becoming a responsible mother, understanding child development, using positive discipline with your children, responsibilities of motherhood and other special issues. This workbook will help the offender to understand and accept the bond between themselves and their children.

Stress Management: Participants learn skills to help manage emotions, including anger. The group is designed for delivery in 12 sessions. Each group consists of a period of physical exercise, an educational process topic and relaxation techniques.

3. Educational Opportunities

The Education department offers GED preparation, Adult Basic Education (ABE) classes, typing, computer skills, money handling, career exploration, and employability classes. Education is part of your case plan and will continue after you have entered into your respective Pathway.

Enrollment in the offered educational program is based on your assessed need and pathway requirements.

4. Guidelines for Education and Treatment

Education and Treatment will take priority over work, recreation, ancillary activities, etc. Program specific guidelines for participation and behavior will be given to you by the instructor/facilitator at the start of the class/program. It is expected that you understand and follow these guidelines in order to fully benefit from the opportunities offered at SBWCC.

- It is your responsibility to be punctual to all classes/meetings and to behave in a pro-social manner.
- Obey all rules and participation etiquette.
- Participation in the group process is mandatory.
- Only one person talks at a time.
- Raise your hand with questions or comments; do not speak until acknowledged by the instructor/facilitator.
- Maintain confidentiality, be respectful of each other.
- Do your own homework, no copying.
- No personal note writing or note passing.
- You must have your homework completed before you come to class.
- To miss a class, you must have prior approval from a staff member (medical appointment, personal illness, staff reason, etc.)
- If you miss a class, it is your responsibility to find out what your homework assignment is and come to class prepared.

- If you have to leave class for any reason and return, return quietly so as not to disrupt the class.
- No food or drinks are allowed in the classroom.

Failure to abide by these rules could result in being dropped from the class and include corrective/disciplinary action.

5. Work Opportunities

Paid work opportunities are available for the Timer population in accordance to IDOC Standard Operating Procedure 611.02.01.004 Offender Incentive Pay. They include but are not limited to:

- Food Service
- Laundry
- Maintenance
- Labor Detail
- Housing (SBWCC, IMSI and ISCI)
- Barber
- Library Clerk
- Driver
- KEEFE Commissary

To be considered for a worker position, submit an Offender Worker Application to the facility employment coordinator for processing. Area supervisors will determine who they will hire to fill these positions.

All Timers will be required to have a job unless they are actively engaged in some sort of education or treatment program or have a medical condition that would keep them from performing some type of work.

Rider and Parole Violators cannot have paying jobs; however, they can volunteer as needed as long as their program is not interrupted.

Offenders on a TC Reflection period may have paid worker positions for the duration of the reflection period. Failure or refusal to return to the TC will result in the loss of any job you may be holding.

E. SERVICES

1. Food Service

The IDOC cycle menu is determined by the IDOC Dietary Services Manager. Menu content and portions meet the Recommended Daily Allowance (RDA) and will be made available for view upon request. Menu will not be changed without approval from the Food Service Supervisor or Warden.

- Food service/dining area is located in Unit 1.
- Three (3) meals per day will be served Monday-Friday, and two (2) meals per day on weekends and some holidays.
- Meal times will be posted in your respective unit or living area.
- A preparatory announcement will be made prior to being released for a meal.
- You will proceed, as a group, to the food service area once released by assigned staff. Unit 2 offenders will enter the south door of Unit 1. The south hallway is designated a quiet zone: no talking, loitering, making noise, etc. in this area.
- You will be allowed ten (10) minutes to eat; the time starts when the last offender has seated.

- You may sit at any table in the dining area however, staff may direct you to an empty seat based on volume and availability.
- Remain seated unless you are dumping your tray or exiting the dining facility.
- Do not remove any items (trays, cups, utensils, food, etc.) from the dining area. You may take one piece of unpeeled fruit back to your living area however it must be consumed by the next feeding period.
- Do not share, exchange, or barter any food items.
- Once you have finished eating, you may dump your tray and return to your unit – living area.
- No personal food items are allowed in the dining hall with the exception of condiments.

Parameters for selected diets are outlined in IDOC Standard Operating Procedure 404.02.01.003 Selective and Medical Diets.

- Diet Request Forms are located near the kitchen door.
- Complete the form and place it in the designated bin, located in the kitchen.
- Request will be reviewed and the colored copy returned to you for your retention.
- Your name will be placed on a monthly authorization list posted in the dining area.
- Diet will be honored in one month intervals.
- You must re-apply for each month by the 25th of each month.
- Selective diet recipients are required to attend each meal and take all the menu items offered for that meal.
- Non-compliance (not showing up for meals, not taking all the food offered, bartering, etc.) for your selective diet will result in the diet being discontinued. You will not be able to re-apply for two (2) months.
- If you wish to be removed from the selective diet list, submit a Concern Form to the Food Service Supervisor requesting to be removed.
- Snacks, sack lunches, other specialized diets, etc. due to medical conditions require authorization from a medical provider.

2. Medical

Medical personnel are available on-site twenty-four (24) hours a day, seven (7) days a week. If you have an emergent medical need or have knowledge of a medical emergency, notify any staff member immediately.

Except for emergencies, a full uniform must be worn when going to medical.

If your medical issue is non-emergent, open sick call is offered twice a day as scheduled (morning and evening). It is your responsibility to complete a Health Services Request (HSR) Co-Pay Form and bring it with you to open sick call.

Pill call is held twice daily, times are scheduled and posted in the units. If you have concerns regarding medication, you must submit a Health Services Request Co-Pay Form to the medical provider.

A medical lay-in is approved by medical personnel only, following an appointment or attending sick call. If you are placed on a medical lay-in, you will be restricted to your living area for the duration of the lay-in. You will be allowed to access the bathroom facilities, meals, and unit officer stations.

For all other medical issues, complete an HSR Co-Pay Form and place it in the designated box. Charges/fees are in accordance with IDOC Policy 411.06.03.001, Medical Co-Pay.

- You will be scheduled and placed on a call out to see the appropriate medical provider.
- It is your responsibility to check the medical call-out daily to see if you are scheduled.

- Do not report to the medical area unless you are scheduled, called for, or instructed to do so by staff.
- Do not take property items with you to medical appointments.
- No talking while in the medical area.

An offender-initiated visit for sick call service shall be assessed a medical co-pay fee of five dollars (\$5.00) for a physician, physician assistant, nurse practitioner, nurse, health care professional, dental, optometry, or emergency evaluation and treatment. Each initial sick call visit that is offender-initiated and not related to a serious chronic medical illness shall be assessed this five dollar (\$5.00) medical co-pay fee.

Chronic Disease is defined as an illness or condition that affects an individual's well-being for an extended interval, usually at least six months, and is generally not curable but can be managed to provide optimum functioning within any limitations the condition imposes on the individual.

3. Mental Health

Mental health services are available as needed or requested. If you are experiencing thoughts or feelings that may require immediate mental health intervention, contact any staff member immediately. If the situation is non-emergent, submit an Offender Request Form and place it in the Unit Clinician box. You will be scheduled and placed on a callout. If the issue is in regards to current medication, you must submit a Health Services Request Co-Pay Form.

4. Case Management

Upon arrival, a case manager will be assigned to you. Within five (5) working days, your case manager will make contact with you.

- Your case manager will meet with you to begin developing your program plan and programming schedule.
- Once your plan is established, you will follow the established program/case plan as outlined.
- Following your recommended case plan is critical for your successful re-entry into the community and is required by the IDOC, Parole Commission, and Retained Jurisdiction Judges.
- Case Managers do not have an open door policy and are not expected to address your needs informally. If you need to discuss an issue with your case manager, submit an Offender Request Form and an appointment will be scheduled.
- Questions concerning education, programming, and release planning will be directed to your case manager.

5. Mail

All mail is handled in accordance to IDOC Standard Operating Procedure 402.02.01.001 Mail Handling in Correctional Facilities.

Mailing address for this facility is

South Boise Women's Correctional Center
13200 S. Pleasant Valley Road
Kuna, Idaho 83634

Outgoing mail must include your first and last name, IDOC number, facility name & address, and clearly marked 'Inmate Correspondence'. No personal artwork or drawings is allowed on the outside of the envelope. Outgoing mail should be dropped in the unit mailbox.

Incoming mail must be addressed with your first & last name (no nicknames), IDOC number, facility, and living assignment, and will be delivered to your living area daily on first shift. Do not ask the unit officers if you have mail. You may be held accountable for any contraband or unauthorized item(s) found in any incoming mail addressed to you.

If you are indigent (less than \$1.00 in your account and no deposits made within the past 30 days) you may request and receive 1 stamped envelope per week. Submit a request form to the Property/Laundry Corporal.

6. Banking

Management of offender accounts is in accordance with IDOC Standard Operating Procedure 114.03.03.011 Inmate Trust Accounts. Offenders new to the facility will receive a banking statement within five (5) working days of their respective arrival date. Monthly statements will be provided by the 10th working day of each month.

The IDOC will not accept international money orders, personal checks, or cash. Money orders or cashier's checks must include your name & IDOC number and may be sent to:

Idaho Department of Correction
Attn: Inmate Banking
1299 N. Orchard St. suite 110
Boise, Idaho 83706-2266

Monies received will be posted to your account within 24 hours of receipt.

It is the offender's responsibility to keep track of their account balance.

Account balance checks will be available Tuesday evenings during the evening supply request time.

7. Property

Property allowances, controls, and disposition are in accordance to IDOC Standard Operating Procedure 320.02.01.001 Property: State-issued and Offender Personal Property.

Storage areas secured with a combination lock must remain secured when not in use. The IDOC is not responsible for lost, stolen, or damaged property that is in your possession. If you wish to have a combination lock, one may be purchased through KEEFE Commissary. SBWCC will not provide locks to offenders.

All property is limited to 6 cubic feet of property to include no more than 3 cubic feet of legal materials. Legal materials in excess of 3 cubic feet may be stored in accordance with SOP 405.02.01.001, Access to Courts.

Upon discharge or transfer to another IDOC facility, all state issued items will be returned to the facility. Personal items will be inventoried and transferred with you.

Offenders transferred to a county jail will be allowed a maximum of the following property. Some additional limitations may apply depending on offender status and the County transferred to:

- Two (2) cubic feet of personal papers or legal material) this includes authorized issued program materials and books)
- 10 pictures)not larger than 5" X 8" and no polaroid or layered photos)
- Prostheses as prescribed (dentures, artificial limbs, etc.)
- Prescription glasses
- One (1) wedding band (no gems or stones)
- One (1) religious medallion with neck chain (\$35 maximum value and no gems or stones)
- 20 United States Postal Service (USPS) embossed postage envelopes
- One (1) address book
- One (1) pair personal shoes
- Three (3) pair socks state or personal (timers only)
- Three (3) underwear (timers only)
- Three (3) bras (timers only)

- One (1) pair shower shoes

Retained Jurisdiction property is limited due to the short duration of the sentence and the emphasis on programming and education. Before purchasing personal property, retained jurisdiction offenders shall have a sufficient account balance to cover shipping the property home and submit a signed withdrawal.

All retained jurisdiction offenders are responsible to ensure all property disposition is arranged prior to departure to a County Jail. Property will not be stored after transfer to county jail as we do not view it as unauthorized or confiscated. Preparations for dispositions should be made well in advance of your transfer. Options include:

- Mail out at offender's expense. Adequate funds must be available prior to transfer (usually 15-20 dollars depending on the amount of property). If enough funds for mailing are not available and the offender has transferred then the property will be considered abandoned and disposed of in accordance with SOP 320.02.01.001, Property: State-Issued and Offender Personal Property.
- Pick-up by designated person. Property must be picked up prior to the offender transfer to the county jail. Arrangements will be coordinated with the Property Corporal and will not occur on weekends, Holidays or visiting hours. Property not picked up at the scheduled date/time or prior to the offender transfer will be considered abandoned and disposed of in accordance with SOP 320.02.01.001, Property: State-Issued and Offender Personal Property.
- Donate or Destroy.

The retention and disposition of personal property is sole responsibility of the offender. SBWCC will not hold any property for longer than 45 days (timers).

SBWCC will store property, up to 45 days, for retained jurisdiction offenders who leave the facility with a recommendation for relinquishment. If within the 45 days the offender is housed in an IDOC facility the property will be forwarded. If, after 45 days the offender is still housed in a county jail, property will be mailed at the expense of IDOC to the address listed on the disposition form. We will not forward any personal property to any county jail.

Bartering, loaning, trading, etc. anything of value is strictly prohibited. Any items bartered, loaned, traded, etc. will be disposed of in accordance with IDOC policy and possible corrective/disciplinary action taken.

All items are to be used for their intended purpose only.

Noise levels may be addressed by returning offenders to their respective room/tier.

According to SOP 320.02.01.001 unauthorized transfer of property is defined as "Unauthorized selling, trading, giving, loaning, or receiving of any item or property, or charging for services." Any offender found to have violated this disciplinary code will be dealt with as follows:

- Property in question will be confiscated and disposed of in accordance with IDOC property disposition guidelines,
- If the item(s) are personal property, both offenders may lose commissary privileges for 30-days, C-notes will be entered for offenders involved,

Second offense may result in a Class C Disciplinary Offense Report (DOR), all personal property may be confiscated from all offenders involved, and it will be your responsibility to verify ownership. If you cannot verify ownership the items will be disposed of in accordance with IDOC property disposition guidelines.

An Indigent Offender is defined as an offender whose offender trust account balance has

- been less than the current price of a franked, first-class envelope available through the commissary, and
- had no deposits, for 30 consecutive days

8. Commissary

Commissary order forms must be correctly completed and turned-in by 2300 hours Tuesday for delivery of commissary on Thursday. You are allowed to order up to \$80.00 of commissary purchase per week. It is your responsibility to ensure commissary purchases are within established IDOC policy limits. Excess or unauthorized commissary items found in your possession will be confiscated and disposed of in accordance to policy.

9. Laundry

State issued laundry will be issued to you in accordance with Standard Operating Procedures:

- 320.02.01.001 Property: State-issued and Offender Personal Property
- 306.02.01.001 Hygiene of Offenders, Offender Barbers, and Facility Housekeeping

Do not write on, alter, mend, destroy, etc. any state issued laundry item issued to you. Doing so may result in disciplinary action and / or restitution for the cost of the item.

You are responsible for the care, storage, and accountability of all state issued laundry.

State issued and/or personal laundry items may not be washed or dried in the housing units.

Towels will be exchanged on a one-for-one basis twice weekly.

Personal clothing items may be laundered as scheduled.

The IDOC will not be responsible for any lost items sent to laundry for washing. Any items missing will be reported to security staff immediately.

10. Telephones

Telephone services are provided by a private contractor. All services and rates are established through a bid process. The IDOC or the SBWCC does not set the cost or rate for calls.

Telephones are located in the dayrooms and are programmed for outgoing calls only. They can be accessed during scheduled free time, between 0500-2300 hours.

Calls may be placed collect or through the use of prepaid telephone cards that can be purchased through the commissary vendor.

Third party (3-way) calls, dialing or initiating phone call for another offender, and the sharing/using a PIN other than you own is prohibited.

Security needs of the facility take precedence over phone time. If a recall or emergency incident/recall is announced, you are required to discontinue your call and wait for further instructions. You will not be reimbursed for any phone time lost as a result.

All calls are monitored and recorded.

Control offensive language and personal volume so as not to disrupt or offend others.

11. Hobby Craft

Hobby craft opportunities are available and outlined in SBWCC Field Memorandum 608.02. Hobby craft privileges are specific to each facility; prior approval from another facility will not be honored, requiring you to re-apply as outlined in this Field Memorandum.

12. Recreation

It is open recreation. SBWCC has identified two outside recreation areas; east side of Unit 1, commonly referred to as 'The Sandlot' and the north side of Unit 2.

When participating in outside recreation activity, the following rules apply:

- You must be properly dressed in accordance with this document.
- Remain within the established boundaries for each recreation area.
- Sitting is permitted on the grass; lying down is not permitted. (You are not allowed to sun bathe)
- Do not abuse any of the equipment or amenities that are available for use. Report any noted damage or breakage to security staff immediately.
- Food items are not allowed in any of the outside recreation areas. You may have one (1) personal cup, with water.

13. Visitation

It is your responsibility to familiarize yourself with the Visitation SOP 604.02.01.00. Visitation is a privilege that can be discontinued at the discretion of the shift commander.

Facility visitation times and schedules are posted on the community bulletin board.

All visitors must be approved prior to visiting at SBWCC. It is your responsibility to send visiting applications to your family or friends. Visiting forms may also be accessed at www.idoc.idaho.gov.

Once the application is approved or denied, you will be notified.

Do not ask for a visitation background status or update, do not have perspective visitors contact the facility for update or special consideration.

You must be fully dressed for the duration of your visit.

No personal property in visiting. Personal thermals or sweat clothing may be worn under scrubs.

Encounters between offenders and visitors will be limited to one brief hug and kiss at the beginning and end of visiting, with an officer present only. Holding hands in plain view of the officer, placing arms around each other, and children age six (6) and under may sit on the offender's lap.

Any actions or behavior that may be perceived as offensive to other offenders or visitors may result in the termination of the visit at the discretion of the shift commander.

If an offender returns to the tier or unit for any reason, the visit will be terminated.

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